

Name: _____
 EMPL ID # _____
 Job Title: _____
 Location Name/Loc # _____
 Work Telephone: _____

2009- 2010 School Year Calendar
 Certificated 12 Month 184+44 Days

X = Contract Days
H = Mandated or Declared
P = Prep Days

INSTRUCTIONS: Indicate full workday = " X ". The total number of service days for 2008-2009 is 228 for full-time assignments.

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	TOTALS	
JULY			1	2	H/3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	Jul	
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					Aug	
SEPTEMBER		1	P/2	P/3	P/4	H/7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			Sep	
OCTOBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Oct	
NOVEMBER	2	3	4	5	6	9	10	H/11	12	13	16	17	18	19	20	23	24	25	H/26	H/27	30					Nov	
DECEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	H/24	H/25	28	29	30	H/31		Dec	
JANUARY					H/1	4	5	6	7	8	11	12	13	14	15	H/18	19	20	21	22	25	26	27	28	29	Jan	
FEBRUARY	1	2	3	4	5	8	9	10	11	H/12	H/15	16	17	18	19	22	23	24	25	26						Feb	
MARCH	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			Mar	
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	P/19	20	21	22	23	26	27	28	29	30	Apr	
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	H/31					May	
JUNE		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			Jun	
																										Total	

 (Employee Signature) (Date)

Calendar MUST be submitted prior to salary being paid.

 (Principal/Department Head Signature) (Date)

PAYROLL USE ONLY
 Input Date: _____
 Input By: _____
 Paygroup: _____

I have discussed this work schedule with the employee and am approving it in order to meet instructional/program requirements.